

1 July 1974

MEMORANDUM FOR: Chief, Automated Data Resources Staff

SUBJECT : Designation of Employees under FLSA

1. The organizational listing of employees showing designations "E" or "N" (Job No. 74 P054) should be run in three copies and, after the initial run in July, should be run quarterly, beginning as of 30 September.

2. For individual designations of employees, I understand a 3"x5" card will be used. This should be run with three copies, one for the employee, one for the supervisor, and one for the employee record file.

3. Statement on the card should read:

"If your current assignment is in Headquarters or any state or territory (including Hawaii, Alaska, Puerto Rico, Guam, and the Canal Zone), for purposes of the Fair Labor Standards Act, as amended by P.L. 93-259, April 8, 1974, you are designated Exempt or Non-exempt (designate one or the other)."

"If you are currently assigned to a foreign area you are designated Exempt."

4. At two-week intervals, after issuance of first card run, cards should be issued whenever a promotion, assignment change, or occupational code change results in a change in designation. It is desirable to use the same statements on these card changes.

5. After programing has been completed to show designations on Earnings Statements, designation "E" or "N" will be sufficient.

6. I request that you make up the necessary work order.

Chief
Position Management & Compensation Division

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